WORK EXPERIENCE POLICY

Duty of Care

1. The School and host employers have a duty of care to take reasonable steps to ensure the safety of students involved in Work Experience.

2. The School requires that all host employers complete the attached acknowledgment before the Work Experience placement commences.

3. The School will not conduct a workplace visit to each host employer and relies on the student, parents or host employer to advise the School if there are any problems during the Work Experience placement.

4. NSW law requires that each person engaged by McAuley Catholic Central School to work with children sign a declaration stating that he or she is not a prohibited person (Prohibited Employment Declaration).

Occupational Health & Safety

5. The host employer has obligations under Occupational Health and Safety legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the host employers place of work - this includes Work Experience students.

6. The host employer should conduct an OHS induction on the students first day and during this induction should explain to the student:
   a. the host employers OHS policy;
   b. what to do if they need first aid and the location of the first aid facilities;
   c. security and emergency evacuation procedures;
   d. any restricted work areas, risks or hazards in the workplace;
   e. the tasks, equipment and material the student will be expected to use and who they should see for assistance; and
   f. who the student should report any incidents or accidents to.

7. The student should advise the Work Experience Coordinator if such an induction does not take place or if the student has any concerns about safety in the workplace.

Anti-discrimination

8. The host employer and the student must comply with applicable anti-discrimination legislation.

9. The student should immediately report any concern about discrimination, harassment or bullying directly to the host employer supervisor and / or work experience coordinator.

Responsibilities of the Student

10. The student will also have responsibilities in the workplace including responsibilities to:
a. listen carefully and follow any instructions given in regarding the performance of work;
b. comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
c. inform the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
d. report all accidents in the workplace to the host employer and the work experience coordinator;
e. report any concerns in relation to discrimination, harassment, bullying or any grievances to the work experience coordinator;
f. undertake the activities set by the host employer in the workplace; and 
g. keep contact numbers of their parents, Work Experience Coordinator and host employer supervisor with them at all times during their work experience placement.

11. The School is not able to directly supervise the student during the work experience placement. It is therefore vital that if a student:

   a. feels uncomfortable with an instruction given to them;
   b. feels unsafe in the workplace; or
   c. is being harassed or bullied or is uncomfortable with how a particular person is treating them,

The student should advise the Work Experience Coordinator and their parents as soon as possible of their concerns. If the student is concerned about a particular activity the student should refuse to undertake the activity and explain their reasons for concern.

**Responsibilities of the Parents**

12. It is very important for a successful Work Experience placement for parents to be involved and:

   a. discuss suitable Work Experience placements with the student and assist the student in finding a placement;
   b. assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements e.g. who to contact; and
   c. assist the student in organising safe travel to and from the host employer.

13. Parents will be in the best position to monitor at the end of each day how their child's Work Experience placement is progressing and should discuss the day's activity with their child at the end of each day. If parents have any concerns about the placement including concerns about supervision, safety, discrimination, harassment or bullying they should contact the Work Experience Coordinator immediately.

**Insurance - Personal Accident Cover and Public Liability for Students on Work Placement**

14. Two separate policies providing this cover are:
CCI School Care Personal Accident and Disability or Students’ Work Experience Personal Accident Policy with Catholic Church Insurances. This policy covers students for personal injury sustained whilst engaged in Work Experience activities. Students are covered whilst directly travelling to and from work places.

QBE (Australia) Insurance Work Experience/Work Placement Liability Insurance Policy. This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.
Work Experience Information for Parents/Guardians/Carers

What is Work Experience?
Work experience is part of a school’s educational program where students learn first-hand about the world of work.

Aims & Objectives- This opportunity will help students to:
• foster personal and social development
• understand aspects of our society
• relate school learning to life outside the school
• assist the transition from school to work.

What Parents can do to help?
• ensure documentation is completed, signed and returned to school
• discuss work place experience with their children and within the school community
• emphasise the importance of meeting work place expectations
• consider providing work experience for a student (other than their own) at their workplace.

Responsibilities of the Parents
It is very important for a successful Work Experience placement for parents to be involved and:

a. discuss suitable Work Experience placements with the student and assist the student in finding a placement;
b. assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements e.g. who to contact; and
c. assist the student in organising safe travel to and from the host employer.

Parents will be in the best position to monitor at the end of each day how their child's Work Experience placement is progressing and should discuss the day’s activity with their child at the end of each day. If parents have any concerns about the placement including concerns about supervision, safety, discrimination, harassment or bullying they should contact the Work Experience Coordinator immediately.

Timing and duration of placements - Work experience placements usually occur on school days during the specified period. Special consideration may be made for placements during other periods (for example, Work experience with the army at Kapooka only occurs on specific days for a limited period).

Work environment - Students should only be placed in work environments where adequate supervision is provided by host organisations to ensure effective learning and the protection of students.
**Hours and conditions** - Attendance should be for the full working day rather than school hours and not exceed working hours as specified by an Act or Industrial Award.

**Payment** - Students **must not** be paid.

**Job displacement** - There should be no reduction in work or job opportunities available to paid employees or prospective employees as a result of work experience placements.

**Industrial dispute** - If an industrial dispute occurs during the placement then the student will be withdrawn immediately.

**Equal Opportunity** - Work experience broadens the career horizons of both boys and girls and encourages the exploration of non-traditional occupations and assists disabled and disadvantaged students in their transition from school to work or further training.

**Transport** – Students are expected to make their own transport arrangements.

**Insurance - Personal Accident Cover and Public Liability for Students**

Two separate policies providing this cover are:
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QBE (Australia) Insurance Work Experience/Work Placement Liability Insurance Policy. This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.

**For Further Information Contact**
Belinda Muir
Work Experience Coordinator
(02) 69472000
What is Work Experience?
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Aims & Objectives
This opportunity helps students to:
• foster personal and social development
• understand aspects of our society
• relate school learning to life outside the school
• assist the transition from school to work.

Responsibilities of the Student
The student has responsibilities in the workplace including responsibilities to:

a. listen carefully and follow any instructions given in regarding the performance of work;
b. comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
c. inform the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
d. report all accidents in the workplace to the host employer and the work experience coordinator;
e. report any concerns in relation to discrimination, harassment, bullying or any grievances to the work experience coordinator;
f. undertake the activities set by the host employer in the workplace; and

g. keep contact numbers of their parents, Work Experience Coordinator and host employer supervisor with them at all times during their work experience placement.

The School is not able to directly supervise the student during the work experience placement. It is therefore vital that if a student:

a. feels uncomfortable with an instruction given to them;
b. feels unsafe in the workplace; or
c. is being harassed or bullied or is uncomfortable with how a particular person is treating them,

The student should advise the Work Experience Coordinator and their parents as soon as possible of their concerns. If the student is concerned about a particular activity the student should refuse to undertake the activity and explain their reasons for concern.

Students and Work Experience
To make the most of this opportunity here are some points to remember:
• arrange an interview with your potential host employer and provide the host employer with all of the necessary paperwork.
• before your placement begins, find out details of start/finish times, special clothing and lunch break arrangements (adhere to these arrangements)
• participate in an OHS induction on your first day. The student should advise the Work Experience Coordinator if such an induction does not take place or if the student has any concerns about safety in the workplace.
• show you are willing to observe and learn and do any tasks required
• make notes when given instructions
• ask questions or seek help/advice
• if you are unable to attend, notify the host organisation and the school as soon as possible.
• maintain high standards of privacy/confidentiality
• observe all safety rules and inform your workplace supervisor of any accident or injury promptly
• complete your Work Experience Log Book.

Guidelines & Requirements

Timing and duration of placements - Work experience placements usually occur on school days. Special consideration may be made for placements during school holidays and weekends.

Work environment - Students should only be placed in work environments where adequate supervision is provided by host organisations to ensure effective learning and the protection of students.

Hours and conditions - Attendance should be for the full working day rather than school hours and not exceed working hours as specified by an Act or Industrial Award.

Payment - Students must not be paid.

Job displacement - There should be no reduction in work or job opportunities available to paid employees or prospective employees as a result of work experience placements.

Industrial dispute - If an industrial dispute occurs during the placement then the student will be withdrawn immediately.

Equal Opportunity - Work experience broadens the career horizons of both boys and girls, and encourages the exploration of non-traditional occupations and assists disabled and disadvantaged students in their transition from school to work or further training.

Transport – Students are expected to make their own transport arrangements.

For Further Information Contact
Mrs Belinda Muir
Work Experience Coordinator
(02) 69472000
20th March 2009

Dear Employer

This letter is to introduce _______________________ _________ of Year 10 who is participating in our Work Experience Program. In 2009 we will be conducting the program over two weeks:

Week 1: 23rd November – 27th November 2009
Week 2: 30th November – 4th December 2009

The aim of the Work Experience Program is to assist students in their transition from school to work by:

1. Providing the student with realistic information about an occupation.
2. Introducing the student to a range of basic occupational skills.
3. Familiarising the student with some of the physical conditions experienced by workers in a given situation.
4. Introducing students to the general expectation of employers with respect their employees.
5. Increasing the student’s awareness of employment opportunities within an organization or occupational field.
6. Providing experience in job seeking skills.

An integral part of our program is that the student arranges his/her interview with the employer. If, after this interview, you are prepared to accept this student for work experience, would you kindly complete the attached forms. NSW law requires that each person engaged by McAuley Catholic Central School to work with children sign a declaration stating that he or she is not a prohibited person (Prohibited Employment Declaration).

No monetary payment is necessary and all students are insured by Catholic Church Insurances Limited (Personal Accident and Disability) and QBE (Student and employer indemnity cover).

You will be asked to complete an Evaluation Sheet on the student at the end of their work period with you. A staff member will phone or visit the student at the place of work, to check on progress. If students are sick and unable to attend work they are to contact the school and their employer.

Thank you for your time and assistance. You will help ensure that young employees are happier and more settled in their vocational choice. Further information may be obtained by contacting me on 02 69472000.

Yours faithfully

Mrs Belinda Muir
Assistant Principal
Work Experience Information for Host Employers

What is Work Experience?
Work experience is part of a school’s educational program where students learn first-hand about the world of work.

Aims & Objectives- This opportunity will help students to:
• Gather realistic information about an occupation.
• Learn a range of basic occupational skills.
• Become familiar with some of the physical conditions experienced by workers in a given situation.
• Understand the general expectation of employers with respect their employees.
• Increase their awareness of employment opportunities within an organisation or occupational field.
• Develop experience in job seeking skills.

What can host employers do to help?
• ensure documentation is completed, signed and returned to school
• discuss workplace experience with the student
• emphasise the importance of meeting workplace expectations

Responsibilities of the Host Employer

• The School will not conduct a workplace visit to each host employer and relies on the student, parents or host employer to advise the School if there are any problems during the Work Experience placement.

• NSW law requires that each person engaged by McAuley Catholic Central School to work with children sign a declaration stating that he or she is not a prohibited person (Prohibited Employment Declaration).

• The host employer and the student must comply with applicable anti-discrimination legislation.

• The host employer should become familiar with the terms and exclusions of insurance cover (documentation attached).

• The host employer has obligations under Occupational Health and Safety legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the host employers place of work - this includes Work Experience students.

The host employer should conduct an OHS induction on the students first day and during this induction should explain to the student:
  a. the host employers OHS policy;
  b. what to do if they need first aid and the location of the first aid facilities;
  c. security and emergency evacuation procedures;
  d. any restricted work areas, risks or hazards in the workplace;
e. the tasks, equipment and material the student will be expected to use and who they should see for assistance; and
f. who the student should report any incidents or accidents to.

**Timing and duration of placements** - Work experience placements usually occur on school days during the specified period. Special consideration may be made for placements during other periods (for example, Work experience with the army at Kapooka only occurs on specific days for a limited period).

**Work environment** - Students should only be placed in work environments where adequate supervision is provided by host organisations to ensure effective learning and the protection of students.

**Hours and conditions** - Attendance should be for the full working day rather than school hours and not exceed working hours as specified by an Act or Industrial Award.

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Two separate policies providing this cover are:
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QBE (Australia) Insurance Work Experience/Work Placement Liability Insurance Policy. This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.

**For Further Information Contact**
Belinda Muir
Work Experience Coordinator
(02) 69472000
**McAuleyCatholic Central School**

**WORK EXPERIENCE AGREEMENT FORM**

PO Box 453 Capper St Tumut NSW 2720 Phone 02 6947 2000 Fax 02 6947 3771 Email: office@mcauleytumut.nsw.edu.au

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>☐ Female ☐ Male</th>
<th>Date of Birth: / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of School Hours Emergency Phone No:</td>
<td></td>
<td>Year: 10</td>
</tr>
</tbody>
</table>

### PLACEMENT DETAILS

**Industry/Occupation:**

**Name of Employer/Firm/Business:**

**Supervisor:**

**Business phone:**

**Fax Number:**

**Address:**

**Hours of Duty:**

**Nature of Work in which student will be involved:**

___________________________________________________

___________________________________________________

**Dress requirements**

___________________________________________________

___________________________________________________

**Date of placement (Please tick one only)**

- **Week 1:** 23rd November to 27th November, 2009
- **Week 2:** 30th November to 4th December, 2009

### A. WORK EXPERIENCE PROVIDER’S AGREEMENT

I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement:

2. I agree to inform the student of particular safety requirements of this workplace.
3. I agree to notify the school of any accident involving a school student, any actions undertaken and damages to property involving the student during this placement immediately.
4. The student will work under my supervision or my nominee.
5. The arrangement may be terminated at any time by either the school principal or myself.
6. Payment will not be made to the student participating in work experience.
7. The student will not perform work which is prohibited by law.
8. I agree to notify the school of any unexplained absences by the student.
9. I understand the level of liability cover provided by CCI and QBE.

___________________________________________________

Signature of work experience provider. Date

### 2. STUDENT’S RESPONSIBILITIES

I will attend my placement for the full work experience period. I will ensure that both the school and the person or organisation providing the placement will be notified if I am unable to attend the workplace. My dress and behaviour will be in keeping with the accepted standards of my work experience provider. I will perform my duties to the best of my ability and comply with all reasonable directions given by the work experience provider. (This may include participation in random drug and alcohol testing as per Workplace Health and Safety requirements in particular industries.) I will promptly tell my supervisor of any personal injury or damage to property which may involve me.

___________________________________________________

Student’s Signature Date

(if applicable, attach details of any medical condition)

### 2. PARENT/GUARDIAN/CAREGIVER’S CONSENT (Applicable to students under 18 years of age)

I consent to Student’s Name participating in work experience as stated.

___________________________________________________

Signature of parent/guardian/caregiver Date

Original of completed Agreement to be retained in the school
The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the Child Protection (Offenders Registration) Act 2000) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence. For further information on what is child-related employment see the Working With Children Employer Guidelines.

Section 33B of the Commission for Children and Young People Act 1998 defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the Crimes Act 1900, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the Commission for Children and Young People Act 1998 defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under the Commission for Children and Young People Act 1998:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the Commission for Children and Young People Act 1998, or if I am a Registrable Person under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Commission for Children and Young People Act 1998. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

ALL FIELDS MUST BE COMPLETED. PLEASE USE BLOCK LETTERS

Name: ____________________________________________

Aliases (previous/other names): ________________________

Date of birth: ____________________________ Contact telephone number: ____________________________

Signature: ____________________________ Date: ____________________________

Contact Email: ____________________________

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.
WORK EXPERIENCE PROGRAM

EMPLOYER’S EVALUATION

NAME OF STUDENT: ________________________________________________________________

WORK EXPERIENCE OCCUPATION: ____________________________________________________

NAME OF EMPLOYER: _______________________________________________________________

ADDRESS OF EMPLOYER: _____________________________________________________________

PHONE NO: _____________________

Job Performance and Social Competence: (If questions are irrelevant, please write NA).

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<thead>
<tr>
<th></th>
<th>EXCELLENT</th>
<th>GOOD</th>
<th>FAIR</th>
<th>POOR</th>
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<tbody>
<tr>
<td>1.</td>
<td>Punctuality</td>
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<td>2.</td>
<td>Appearance</td>
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<td>3.</td>
<td>Co-operation and willingness to follow instructions</td>
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<td>4.</td>
<td>Ability to accept criticism</td>
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<td>5.</td>
<td>Reaction to repetitive work</td>
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<td>6.</td>
<td>Reaction to difficult work</td>
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<td>7.</td>
<td>Integration with other staff</td>
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<tr>
<td>8.</td>
<td>Interest shown in the job</td>
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<td>9.</td>
<td>Aptitude for this kind of work</td>
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<td>10.</td>
<td>Standard of work for beginner</td>
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<td>11.</td>
<td>Reliability/Dependability</td>
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COMMENTS:  _______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Employer’s Signature: _____________________________ _____                                 Date: _______ ___
YEAR 10 Work Experience

WEEK 1 Student Diary & Evaluation

Student Name: ________________________________
Workplace: ________________________________

This diary must be taken to work for the whole week. You are to fill out the diary each day and complete the evaluation at the end of the week.

Return this diary to your Careers teacher at the start of the week after Work Experience.
Year 10 Students,

To ensure you enjoy your Work Experience week, please remember:

• be punctual – it is better to be 5 minutes early than late.

• if you are sick please phone the workplace and let them know with your reason. Also leave a message with the school to let Mrs Muir know.

• if you have a problem about Work Experience, please contact Mrs Muir at the school.

• be polite – use works like “Good Morning” “Please” “Thank you” often.

• ASK if you are unsure of your task rather than appear uninterested and lost.

• show INITIATIVE by quickly learning the usual tasks and do them without being requested constantly.

• in some work places confidentiality is very important so keep such information in-house.

• give your employer the Evaluation sheet to complete by last day of term to Mrs Muir next week.

• thank your supervisor/employer for their time and help before you leave on the last day.
Make a list of the things you did today:

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List any new things you learned today:

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Which thing did you like the most and why?

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Which thing did you like the least and why?

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WORK EXPERIENCE JOB INVESTIGATION

JOB_____________________ EMPLOYER:__________________________

1. What education level is required for entry to this job?

__________________________________________________________________

2. How would this job be advertised:

__________________________________________________________________

3. How would this person be selected? (interview...?)

__________________________________________________________________

4. What training is provided by the employer?

__________________________________________________________________

5. Any other off the job training (where, duration, type)?

__________________________________________________________________

6. What is the starting wage/salary?

__________________________________________________________________

7. How does the wage (remuneration) increase? (training, experience?)

__________________________________________________________________

8. What are the various working conditions if available:
   a) Sick Leave_____________________________________________________
   b) Holidays______________________________________________________
   c) Hours of work / shift _________________________________________

__________________________________________________________________

9. What are the career paths to which this job can lead?

__________________________________________________________________
# Year 10 Work Experience

## Student Evaluation

**Student Name:**

**Name of Workplace:**

### Circle the words that best describe your week:

- Fun
- Boring
- Interesting
- Difficult
- Hard
- Technical
- Tiring
- Physical
- Challenging
- Long
- Short
- Excellent

### The thing I liked most was:

- 
- 
- 

### The thing I liked least was:

- 
- 
- 

### Overall I enjoyed my Work Experience week:

- Yes [ ]
- No [ ]

### I would like to work in this type of job when I leave school:

- Yes [ ]
- No [ ]